

MINUTES

Bar Harbor Cruise Ship Task Force Thursday November 13, 2008 Council Chambers Municipal Building 93 Cottage Street

I. Call to Order at 8:32

Members present: Chairman Paul; Paradis, Secretary Anne Krieg; Amy Powers, Greg Veilleux, Fred Cook, Mary Opdyke, Charlie Phippen, Bob Bahr

II. Excused Absences

On a motion from Phippen and a second from Veilleux, the task force unanimously excused both Young and Gordon.

III. Minutes

- A. *November 6, 2008 minutes were edited to note that Powers had stated that “market conditions are changing” and not necessarily that there is a charged competitive environment.*

Phippen moved with a second from Opdyke to approve the November 6th minutes as edited. All were in favor of the motion.

IV. Adoption of agenda

Veilleux moved to adopt the agenda with a second from Phippen. All were in favor of the motion.

V. Staff Reports

There were none.

VI. Regular Business

- A. **Continue discussion with Ocean Properties on future plans for West Street and service to Cruise Ship tenders and passengers.**

Fred Cook asked Powers to update what happened in Portland with their waterfront development project.

Powers stated that the Development Commission had disbanded. The Commission had been encouraging the city to cease discussions with Olympia Partners due to financing. The financing was difficult to obtain due to lease agreement with the city was set at 30 and not 75 years.

- B. **Review of Priorities left to address.**

Paradis reviewed list of priorities. He questioned the group if we should keep with the high priorities first. The group reviewed the following policies and achieved agreement as noted below:

Cruise passenger throughput policy	table action
Cruise fees	completed
Licensing fee for motor coach	<p>commenced discussion but difficult of oversee, enforce or manage – perhaps as part of Crippins Creek (Acadia Gateway)</p> <p>Opdyke produced a guide for buses in Québec City</p> <p>No further action required.</p>
Infrastructure and Development	
Maintenance Fund	<p>The approved fee structure addresses this.</p> <p>Krieg questioned oversight and management questioning who will do this. Krieg will check record as follow up.</p>
Wayfinding and Signage	<p>Krieg updated the map work. It will cost \$4,000 to update the map. She indicated we should move forward to getting the map ready under the current budget year and then prints under the next fiscal year to catch the peak cruise ship season for 2009.</p> <p>Veilleux requested a link to site where the map is so that people can print the map themselves as well.</p> <p>Krieg also updated the group on the wayfinding signage project. She expects a draft in January 2009. Funds to construct are unknown.</p> <p>Paradis also indicated there should be work on temporary signage for cruise ship days</p> <p>Krieg indicated she can do that work in house and can work with other committees. Using Portland as an example for these sign boards was also noted. She also noted that graphic decisions on wayfinding will drive temporary sign style.</p>
Parking and Queuing areas	This is an on going project. Monitoring will continue as this has not been completely addressed
Empty tourism transportation vehicles	This is also ongoing.
One way motor coach movement	<p>This is in place for cruise ship tours. Signage will improve for other motor coaches. The Town needs more contact with this industry as part of public relations. Ultimately, this can be a recommendation</p>

Idling by other coaches and enforcement of the same was noted as an issue needing address.

Bahr opined that we should use this process as a model in order to communicate to the rest of the tourist industry.

Powers questioned if this was an overall management issue and if it should be a future agenda item.

It was generally agreed that the Town should work with associations and agencies.

Powers added that the town should work with lodging to coordinate when they know a tour is going on; perhaps this is a Chamber/Town/Community effort.

From the audience, Susan Stanley opined that the task force should recommend another group to address other tourism issues.

Bahr questioned if we could ask the Chamber if the stakeholders group addresses it.

Agamont Park one way loop traffic

This is in place and on going.

From the audience, Cynthia noted that there is conflict with out of town buses in the afternoon. Often there is a dangerous traffic issue on Newport Drive. On a 2 ship day it was a worse condition.

Phippen noted this is their designated area.

Paradis added that perhaps we need 2 officers, one up on Newport Drive and one down by the pier, notably on a 2 ship day. The Police Chief would be consulted at a later date for input.

Cynthia also noted that dropping passengers off on Newport Drive is advantageous to passengers, which goes back to the drop off area discussion

Downtown drop off

This was recommended to Council. The group would wait for further action, if any, from them. This item is placed on the December 2nd Town Council agenda.

Island Explorer circulation route

Paradis noted previous meetings with Island Explorer and said that a private operator may go to Council in December for direction to provide this service.

Phippen feels this is intertwined with the downtown drop off because it addresses the logistical challenges for operators. Passengers can still drop off at Newport and then get them around Town.

Paradis and Krieg reviewed meeting with Island Explorer. It was noted that no further action is necessary from the group.

Powers indicated she could recommend to the industry to commence a discussion with the Island Explorer for possible partnership; she felt there still might be an opportunity for such a service.

Engine idling

This was previously dealt with in the meeting.

Powers requested a revised table be sent to the group as a progress report

Other projects noted in the Destination Management Plan were discussed:

Resident survey

Veilleux noted it was tough to do because residents don't distinguish between land based buses and cruise tour buses

Powers offered that perhaps UMaine could be asked to come back to do an economic survey and progress of this task force.

Krieg reviewed comprehensive plan language on monitoring effects of the cruise ship industry.

It was noted this would be a future agenda item.

Resource Scheduling

This is developing along with the recommendations.

Handicapped zone use

on going

Tender operations planning

addressed by staff

Tender utilization and emissions and wake reduction

also addressed by staff

Paradis reminded the group of an accident last summer

Phippen noted that training of tender operators needs to be enhanced – they use the engine to stay next to the deck – crew on the float communication necessary by staff – ordinance in place – reactive in nature –

Phippen said we should communicate to the industry that it can be an issue – more training and awareness needed from the industry

Powers noted this is part of a management document that needs to go to the industry – code of conduct

Phippen look at SOP – routes and conduct language – maybe adopt it as a task force, go to Council and then recommend endorsement – communicate to industry

Agenda item for future

GTA efficient use management This was addressed previously.

Harborside Agamont Park ongoing

Venue tour scheduling ongoing

Cruise partnerships Fees include forging these

Harborside tendering There is ongoing communication with Ocean Properties

Environmental monitoring This will be completed through fees

Visitor spending survey Freestay Maine program was discussed. There is some data available according to Fogg and Powers; however lodging not required to report. This program is not funded so few lodging businesses participate.

This will be further addressed with the survey work.

Public workshops Annual review is a recommendation of a workshop for the public as well as a small working group for monitoring purposes.

Taxi/tours stop This is a pending active project

Parking space removal The town has extended the times and created an extra spot.

Completed

Tourism/transportation traffic flow

This is one of the Council goals so it's not in purview of this task force

**Limited motor coach on West
and Cottage streets**

This was dealt with recommend route

Inner harbor tender operations This is a pending project as previously noted

Powers feels this overall discussion is an important endeavor – industry wants this direction and partnerships

Final report will be generated for the New Year.

Harborview Park

GTA loading area

This is ongoing and not addressed yet but may be part of taxi/tour discussions

Sidewalk enhancements

Money in the budget from the fees for these.

Krieg said department preparing budgets now.

Paradis noted that we need to know which areas and what needs to be improved and attribute it to cruise operations.

Powers said industry is concerned with ADA compliance.

Veilleux noted there are noted issues with the historic walks on both Mount Desert Street and Holland Avenue

Tourism vehicles fluids

These are from engine leaks. This is part of idling and communication to motor coach industry

Overland tour motor coach

This is part of previous discussion.

Streetscape improvements

This is part of sidewalk enhancements' discussions.

Tourism department

CVB development is planned with Chamber of Commerce. This was also addressed in the fee budget to provide information to passengers.

Development district

Powers felt the town should continue to consider this as an option for enhancement of services and infrastructure.

It was noted that the Council has removed this from their goals.

Paradis reviewed the fee work and the town's budget.

Powers expressed concern that fees are dedicated to promised improvements

	Paradis noted that the fees structure is set up to ensure the funds are properly dedicated. He also noted that all spending is subject to town meeting action.
Parking study	This is an active Council goal.
Infrastructure development maintenance fund	This is completed through the fee structure.
Annual review	This is previously covered in the noted workshop.
Comprehensive Plan	This was done in 2007.
Fees	Completed
Vessel public announcement and signals	This is addressed in the SOP
Town float facilities	The town is looking to create a facility and has a grant for this provision. This is a pending staff project
Pedestrian zone	Zone for first Queen Mary visit was discussed and noted by Fogg as a success. This has never been discussed by the task force.
Tourism transportation monitoring	This is a pending task force project.
Transit corridor movement	This is an active project. Nova Scotia pier plan was briefly discussed. Powers noted that Holland America is interested in tendering there. This is an ongoing information sharing and communication project. Town will continue to have jurisdiction and will still get fees regardless where they tender or dock.
Transportation providers program	This is part of the motorcoach work. The effort needs to encompass taxi cabs.

Table full inventory for next meeting

C. Review of 2008 season

A motion was passed to table this to the next agenda by a motion from Phippen and a second from Opdyke.

- i. Passenger caps

- ii. Operational problems
- iii. recommendations

D. Walking Map – This was previously discussed.

- i. Report from walking map sub-committee.

VII. Public Comment

Fred Quimby opined that the town needs to make sure improvements occur.

Veilleux feels we need to get this information to the public so when it goes to town meeting they know how the fee and its spending were decided upon.

The task force also needs to work with Chamber waypoints, their website and press releases to get the word to people.

The task force noted that care in public comments management needs to be taken to ensure that task force member are allowed free and clear dialogue and that public comments are served to the end of the meeting. A dedicated agenda item for comments could be considered for times when public comment is expected.

VIII. Items for next agenda and accompanying order on the agenda

- A. Set timeline priorities list 4th**
- B. Debrief on 2008 season – 2nd**
- C. Taxi Tours on Pier – staff send notification – 1st**
- D. July 4th Cruise operations recommendations.4th**
- E. Ollie's Trolley proposal update – staff 6th**
- F. Sidewalk enhancements – staff 3rd**

IX. Set next meeting time, date and place

- A. 8:30am, December 11, 2008.**

X. Adjournment at 10:38 AM by a motion by Phippen and a second from Opdyke.

These minutes were prepared by Anne Krieg, Secretary to the Cruise Ship Study Task Force for their consideration at their December 11, 2008 meeting.